

HR – Senior Executives / Executives

Job Description

- Responsible for partial spectrum of HR functions
- Fully in charge of **Payroll** and **Recruitment** process
- Establishes and maintains contact with management, vendors, business partners, employees and/or prospective employees regarding implementation, maintenance and evaluation of HR management systems
- Conveys or interprets written HR policies, practice and procedures applicable to a specific functional area to employees and managers
- Keep apprised of internal and external developments affecting functional areas: makes recommendations to HR management regarding matters affecting functional area
- Maintain appropriate records and compile data in support of function

Job Requirements

- Min Diploma/Degree in HR Management / Business Admin preferably with at least 2 years of relevant working experience in Logistic & Express Delivery /Consumer Electronic / FMCG industry
- Good strength in Recruitment or Industrial Relations exposure an added advantage
- Good communication and interpersonal skills
- Good team player with high sense of responsibilities
- PC literate, multitasking and positive working attitude

Interested candidates may send your resume to jobs@gmprecruit.com.my. Kindly send your updated resume in MS Word or PDF format and indicate the position title as subject title in your email.

For more information, please contact GMP Malaysia at +603 2148 2388.